



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

**TO:** Planning Board Members

**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator

**SUBJECT:** Site Plan Approval – 491 Eastern Blvd., Church Addition

**DATE:** January 2, 2013

**Request:** Tabled Site Plan Approval for the construction of a 12,500 square foot multi-use addition to an existing church, plus parking lot and landscaping at 491 Eastern Boulevard, parcel 5-26-103.007

**Applicant:** Steven Olmstead, PE

**Proposed Use:** Gymnasium, classrooms

**Property Owner:** Parkside Bible Church

### Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: Yes, October 30<sup>th</sup> meeting

### Zoning Information:

District: Light Industrial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: 5-15' along S and W lines

**Project Overview:** The applicant has provided updated plans which integrate some of the previous comments. Notable changes include the addition of a fire access drive and a potential 2,400 square foot Phase II on the building's east side.

The possible Phase II addition is not shown in great detail. If this is built in the future, it will require a Site Plan Waiver.

**Parking:** The applicant has provided a schedule of uses for parking calculations to be made. Based on the assumption that lobbies and bathrooms be included under standard of the main space which they serve, the applicant has provided sufficient parking. Note that the existing lobby and restrooms will require 5 parking spaces (because they serve the converted sanctuary, essentially a gym), and that the Phase II administrative offices are not included in the calculation.

Under this scenario, the applicant needs 104 spaces and has provided 121. If the Phase II is built as sketched, it would increase the requirement by only 12 spaces, and could still be served by the proposed parking lot.

The applicant has shown painted arrows on the new driveway to direct traffic.

**Drainage & Grading:** The disturbed area easily exceeds 1.0 acres, even without accounting for the utility lines. The applicant must provide copies of the SWPPP and related correspondence with NYSDEC.

**Water:** The existing water service will be abandoned, and a new 8" service will be installed. The Fire Department Connection is still shown on the northeast side of the building. The proposed fire hydrant has been relocated to the western side of the building near the fire lane, as previously requested.

The configuration of the existing fire hydrant and valve along Huntington Street is incorrect and missing an existing valve. The missing valve must be surveyed and shown. Additional water lines and gate valve near Eastern Boulevard must also be depicted.

The applicant has indicated that the Fire Department Connection (FDC) will be located at the new water service entrance facing Huntington Street. It must be moved to be accessible from the fire lane (western) side of the building.

**Sewer:** The contractor must provide two business days notice prior to excavating the Huntington Street right-of-way for the sewer service.

**Landscaping:** Despite the recommendations in the previous report to decrease the tree clearing limit, the latest revised site plan has actually increased the limits of tree clearing on the north side of the addition from 50' to 140'. The applicant has indicated that the Church wants an open lawn, other than the large existing lawn areas, to use for events and recreation. With the expanded clearing area, 43 large, mature trees will be removed—and several additional trees are likely to die due to the proposed locations of the utility trenches and pavement. The applicant has proposed 15 new tree plantings along the fire access road and 4 new plantings within a parking lot island to the west of the building. Sufficient tree plantings at the parking lot perimeter are still not shown. The landscaping plan still does not depict and quantify the proposed removals, and contains limited information regarding the proposed plantings. A complete landscaping schedule should be provided.

As mentioned previously, the proposed tree removals are a significant loss to the urban forest in this section of the City. The large mature trees on this property provide a significant benefit to the property's visual character and the removal of so many of them would be a loss to the quality of the property and the quality of the arterial approach into the City. The trees also play a significant role in screening the cell tower that was recently constructed. The ability of these trees to dampen the tower's visual impact and make it almost imperceptible to the travelling public was a major part of Verizon Wireless' recent Special Use Permit application and played a key role in the subsequent review and approval of it by the Planning Board and City Council. Air quality and stormwater handling will also be affected.

As noted in the previous report, several changes could be made to the plans to prevent and mitigate the proposed tree loss. The tree clearing limit could be reduced and the alignment of the proposed utilities could be shifted to avoid the mature trees. Another possible solution would be to extend the existing parking lot to the north rather than construct it as shown. Finally, the plan calls for the removal of all brush and undergrowth along Huntington Street in between the building and the cell tower drive. Removing the brush and undergrowth will eliminate most of an existing natural screen between the proposed project and Huntington Street. Consideration should be given to retain this natural screening.

**Miscellaneous:** The proposed construction entrance and fire access drive passes through land owned by Watertown Associates and onto land owned by Stebbins Engineering/Manufacturing Company. The applicant must obtain an easement to allow access across these lands, file said easement with the County Clerk, and provide a copy

to the City Engineering Department. The depicted “Alternate 20’ Access Lane” is acceptable in the event that no easement can be obtained from Stebbins, but an easement from Watertown Associates would still be required.

The applicant must provide a wet-stamped copy of the boundary and topographic survey. This map must be signed by a licensed surveyor.

The survey must be revised so that elevation contour lines are more visible. The vertical datum must be changed to NGVD29 or NAVD88.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Permit, Building Permit, and General City Permit for work in the right-of-way.

**Summary:**

1. The applicant shall provide copies of the SWPPP and related correspondence with NYSDEC.
2. The applicant shall survey and depict the correct existing configuration of the existing fire hydrant and valve on Huntington Street. Additional water lines and a gate valve near Eastern Boulevard shall also be surveyed and depicted.
3. The applicant shall relocate the Fire Department Connection to be accessible from the proposed fire lane.
4. The applicant shall provide a Turn Movement Plan for Fire Truck Movements through the parking lot and drive areas. The minimum turn radius for the fire apparatus shall be 50 feet.
5. The applicant shall provide 2 business days notice to the Engineering Department prior to excavating the Huntington Street right-of-way for the proposed sanitary sewer.
6. The applicant should modify the plans to prevent and mitigate the proposed mature tree loss including the reduction in the limits of the tree clearing area, the realignment of utilities, the relocation of the proposed parking area, the relocation of the proposed lawn recreation area, and retaining the natural screening along the Huntington Street right-of-way.
7. The applicant shall provide a complete landscaping plan and landscaping schedule, that includes a depiction of the quantity, species, and size of the proposed tree removals overlaid on the site plan—and a planting plan that includes new trees along the exterior (perimeter) of the existing and proposed lot parking lots and buildings, trees in the interior of the parking lot (islands), and trees along the Huntington Street right-of-way.
8. The approved landscaping plan shall be implemented prior to issuance of a Certificate of Occupancy.
9. The applicant shall provide a wet-stamped copy of the boundary and topographic survey. This map must be signed by a licensed surveyor.
10. The survey and site plans shall be revised so that elevation contour lines are more visible, and the vertical datum shall be changed to NGVD29 or NAVD88. All spot elevations and inverts shall be revised to match the appropriate datum.
11. The applicant shall obtain an easement allowing access across the lands of Watertown Associates (parcel 5-26-110) and Stebbins Engineering/Manufacturing Company (parcel 5-26-103.004) for the proposed construction entrance and fire access road. The easement shall be filed with the County Clerk and a copy provided to the City Engineer. The depicted “Alternate 20’ Access Lane” is acceptable in the event that no easement can be obtained from Stebbins, but an easement from Watertown Associates would still be required.

cc: City Council Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II

Mike Lundy, 35794 NYS Route 126, Carthage 13619  
Steven Olmstead, PO Box 870, Carthage 13619